

Steps for Creating a NCID for US Companies

Step 1. Go to the NCID website: <https://ncid.nc.gov>

Step 2. Click “Register”.



North Carolina Identity Management (NCID)

NCID is the standard identity management and access service provided to state, local, business, and individual users. NCID provides a high degree of security and access control to real-time resources.

User ID:
[forgot your User ID?](#)

Password:
[forgot your Password/unlock Account?](#)

[Need Help?](#)

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To register for a new NCID account click here: [Register!](#)

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Step 3. Select “Business” Account.



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New User Registration

Please indicate your user type from one of the following categories:

<input type="button" value="Individual"/>	Request access to the State of North Carolina services as an individual or citizen.
<input checked="" type="button" value="Business"/>	Request access to the State of North Carolina services on the behalf of a business.
<input type="button" value="State Employee"/>	Currently employed or assigned to work for an agency within the State of North Carolina government.
<input type="button" value="Local Government Employee"/>	Currently employed or assigned to work for a North Carolina county or municipality.

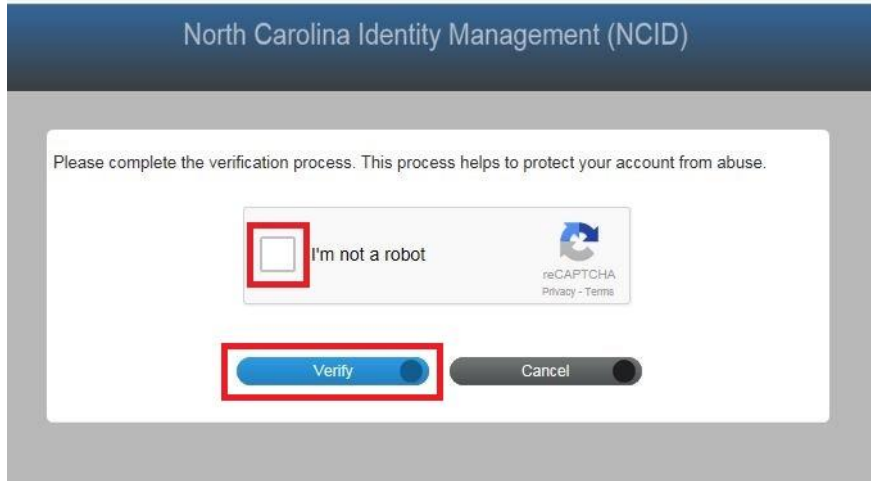
This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.



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Step 4. Verify that you are not a spam robot. Click “Verify”.



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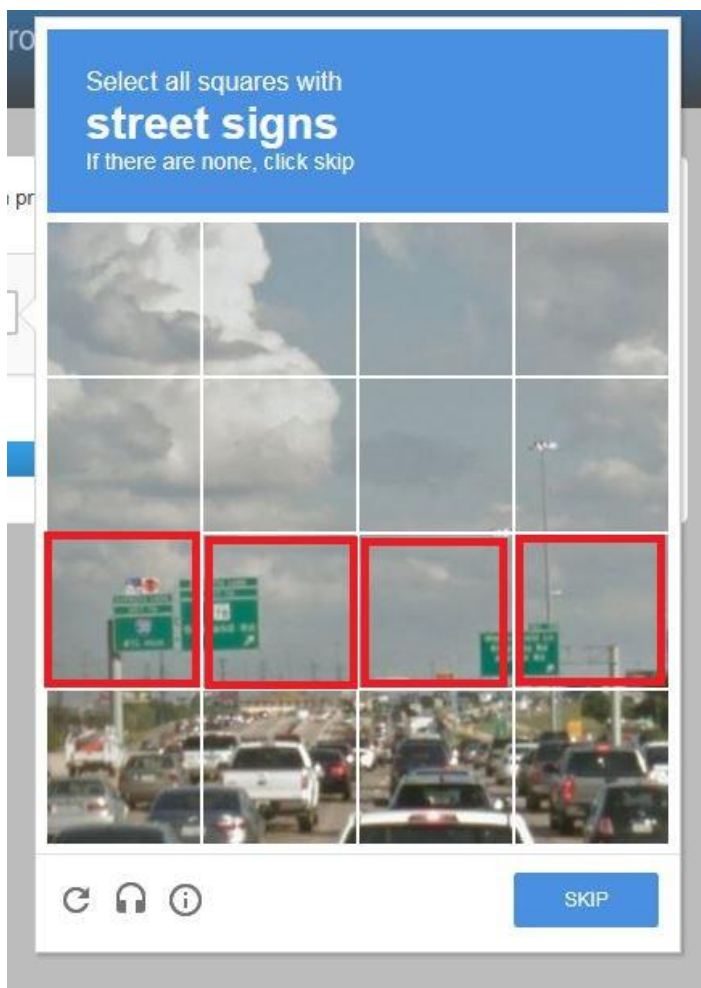
Please complete the verification process. This process helps to protect your account from abuse.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Verify Cancel

Step 5. Go through the verification process by clicking on the appropriate tiles.



Select all squares with
street signs
If there are none, click skip

SKIP

Step 6. Input all requested information, including NCID username, name, email, phone number, address and password. Click “Continue” when finished.

To register a new account, please complete the following form.

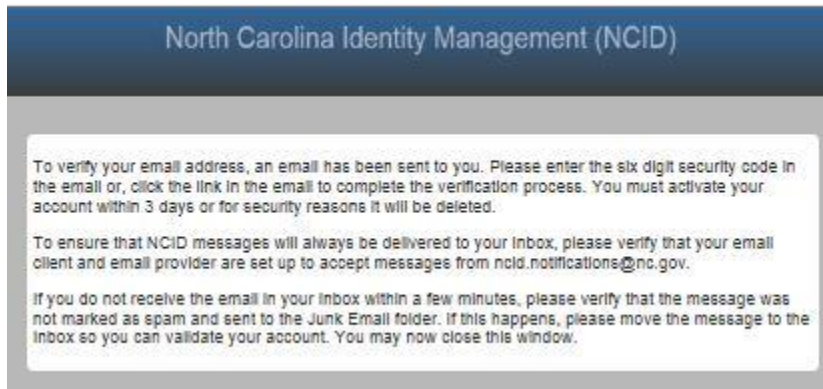
Requested UserID*

Prefix (Optional)
First Name*
Middle Initial (Optional)
Last Name*
Suffix (Optional)
Email Address*
Confirm Email Address*
Telephone Number*
Telephone Extension (Optional)
Mobile Number (Optional)
Street - Line 1*
Street - Line 2 (Optional)
City*
State*
Zip*
New Password*

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 symbol (non letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or username.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above
- New password may not have been used previously.

Continue **Cancel**

Step 7. The next screen will be a message stating that an automated email was sent to verify the email address provided.



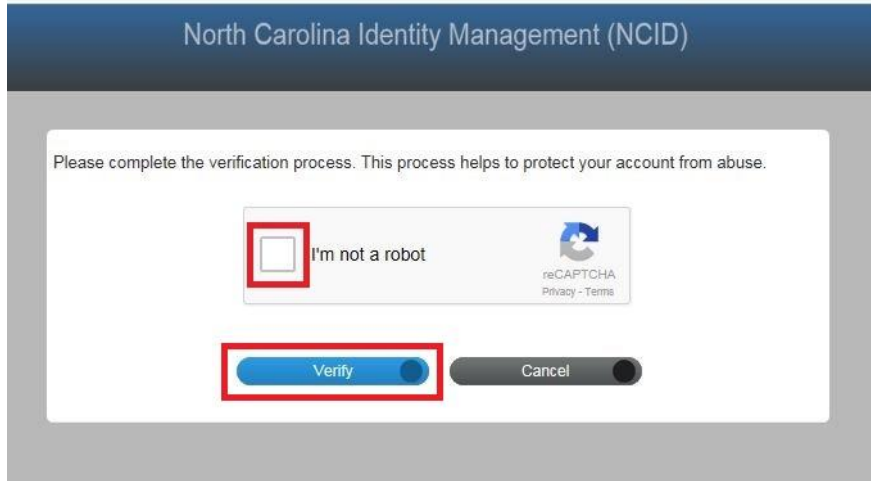
Step 8. Watch for an email with the subject "New NCID User Registration" from ncid.notifications@nc.gov.

Note: This email may be directed to a junk folder or clutter inbox.

Step 9. Within 3 HOURS (not days) of receiving this email, click the link provided in the email.



Step 10. Clicking on the link in the automated email will load another verification process. Click “Verify”.



North Carolina Identity Management (NCID)

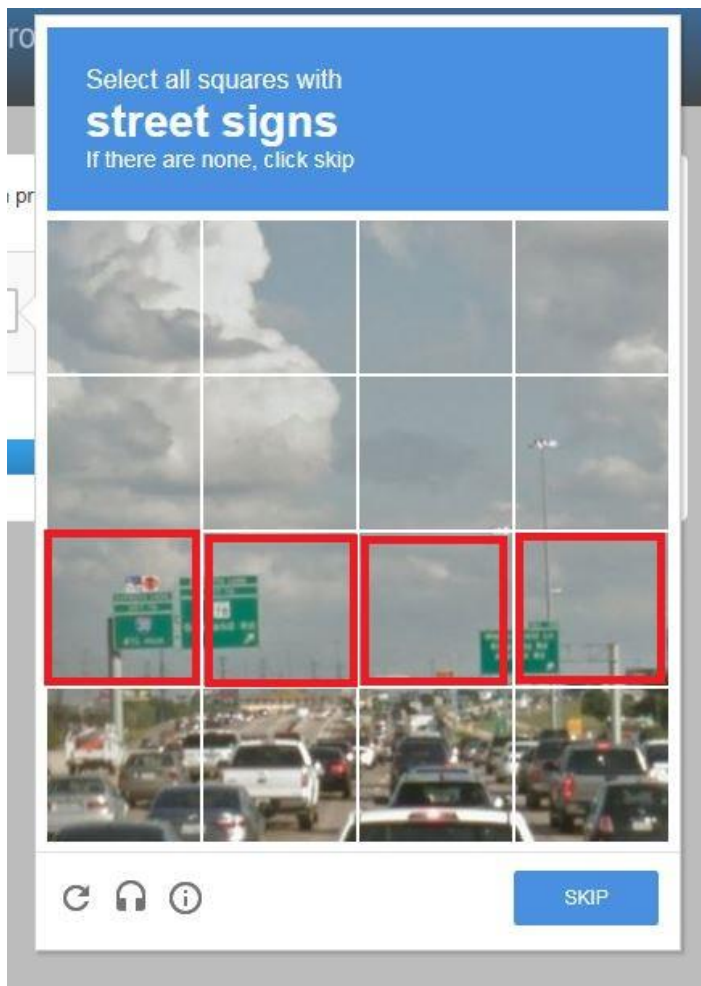
Please complete the verification process. This process helps to protect your account from abuse.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Verify Cancel

Step 11. Go through the verification process by clicking on the appropriate tiles.

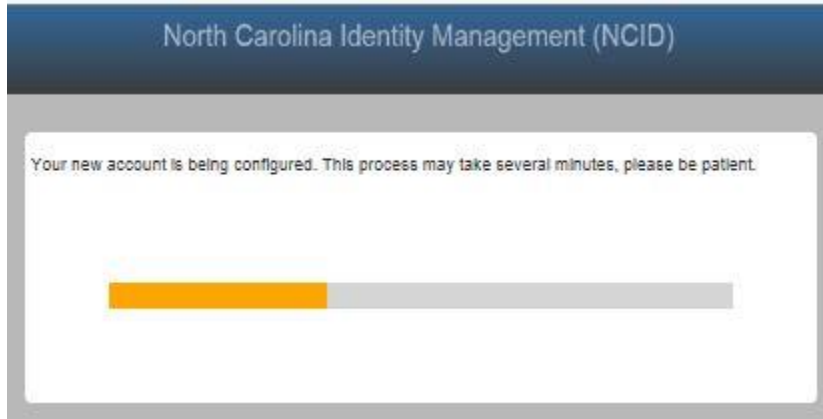


Select all squares with
street signs
If there are none, click skip

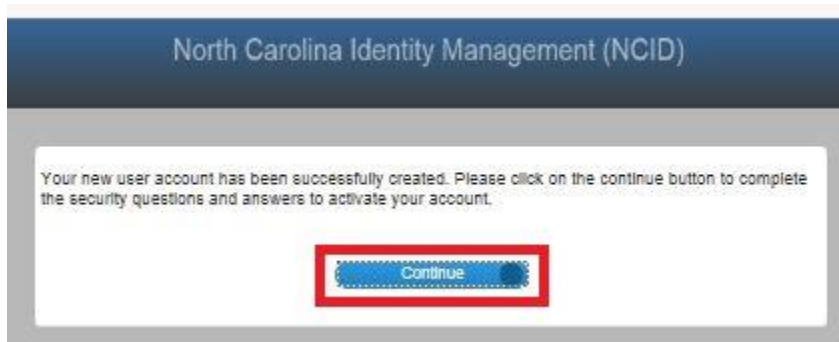
16 tiles in a 4x4 grid showing various street scenes. Four tiles in the third row are highlighted with red boxes, indicating they contain street signs.

SKIP

Step 12. After logging in, a loading screen will appear as the NCID account is being configured.



Step 13. After your NCID account is configured, a confirmation screen will appear stating the NCID account has been successfully created. Click “Continue” to proceed to the next step.



Step 14. After clicking “Continue” an automated email will be generated with the subject “New User Registration” from ncid.notifications@nc.gov.

Note: This email may be directed to a junk folder or clutter inbox.

Note: Even though the email states that the NCID account has been registered, there are still additional steps that need to be completed to activate and register the NCID account.



Step 15. After clicking “Continue” you will be re-directed to the NCID login screen. Enter the NCID username and password that was just created and click “Login”.

Note: If you are not automatically re-directed, go to ncid.nc.gov to login.



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Step 16. Set up security questions for the NCID account, in case the password is lost or forgotten, and needs to be reset. Click on “Save Answers” once all of the security questions have been answered.

Note: None of the security question answers can be the same.

North Carolina Identity Management (NCID)

If you forget your password or lock your account, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password or lock your account. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

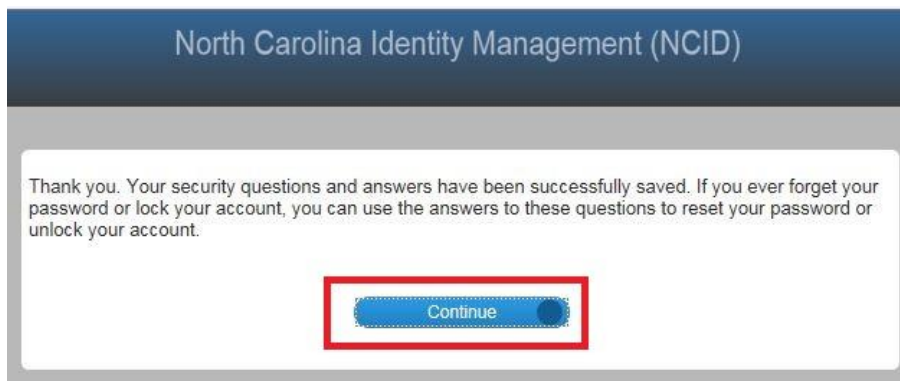
— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

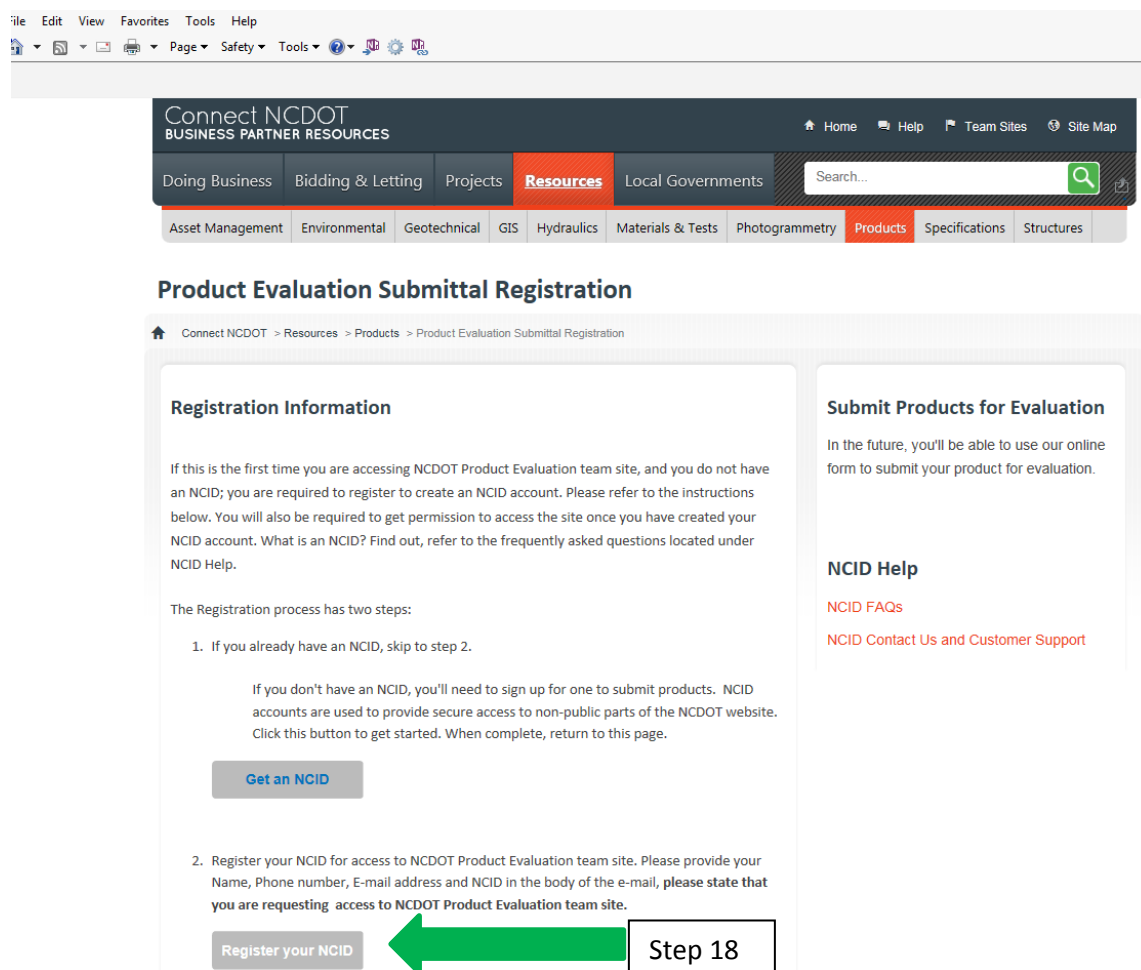
Save Answers

Step 17. After clicking “Save Answers”, the next screen that appears states the security questions have been successfully completed. Click “Continue” to proceed to the next step.



Step 18. Click the “Register your NCID” button at <https://connect.ncdot.gov/resources/Products/Pages/Redirect-to-Register.aspx>

Email the customer service team at the NCDOT Product Evaluation Program (productevaluation@ncdot.gov): “I am requesting access to NCDOT Product Evaluation website. My NCID username is _____.”



Step 19. The customer service team within the Product Evaluation Program will email you when you are granted access to the Product Evaluation website.

If you were unable to complete any of the above steps, or need further assistance with creating a NCID account, contact the Product Evaluation Team at productevaluation@ncdot.gov with the NCID username.